

**BOARD BILL # 296      INTRODUCED BY ALDERMAN STEPHEN GREGALI**

An ordinance to repeal Ordinance #66382, approved July 31, 2004 relating to the position classifications and salaries of the Parking Division employees, and to enact in lieu thereof certain new sections relating to the same subject matter and containing an emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS, AS FOLLOWS:**

**SECTION ONE.** Ordinance 66382, approved July 31, 2004 is hereby repealed.

**SECTION TWO.** Position Classes.

(a) Schedule A: The following positions of the Parking Division of the Treasurer's Office whose duties shall be those indicated by their respective titles and codes, are hereby allocated as listed below and adopted as the classification of the Parking Division of the Treasurer's Office:

<b>Class Title</b>	<b>Code</b>	<b>Grade</b>
Parking Superintendent	T220	17M
Administrative Assistant IV	T624	17M
Director of Professional Services	T221	17M
Parking Facilities Manager		14M
Ass't Parking Facilities Manager		12M
Fleet Maintenance Supervisor	T421	15G
Personnel Manager	T515	14M
Parking System Analyst		14G
Internal Auditor	T471	14G
Parking Supervisor		13G
Program Analyst	T501	13G
Budget Compliance Officer	T461	13G
Communication Assistant	T185	13G
Parking Enforcement Supervisor	T192	12G
Accountant I		12G
Assistant Supervisor	T191	11G
Account Clerk III	T143	11G
Administrative Clerk II	T137	11G

November 17, 2006

Page 1 of 9

Board Bill # 296

Sponsor: Alderman Gregali

1	Parking Enforcement Officer IV		10G
2	Parking Facilities Attendant IV		10G
3	Parking Enforcement Officer III	T203	10G
4	Assistant Parking Enforcement Supervisor	T194	10G
5	Parking Crew Worker III	T165	10G
6	Account Clerk II	T142	10G
7	Parking Facilities Attendant III		9G
8	Administrative Clerk I	T136	9G
9	Clerk/Secretary III	T133	9G
10	Parking Enforcement Officer II	T202	8G
11	Parking Crew Worker II		8G
12	Security Officer		8G
13	Clerk/Secretary II	T132	8G
14	Account Clerk I	T141	8G
15	Parking Facilities Attendant II		8G
16	Parking Crew Worker I		7G
17	Security Guard		6G
18	Parking Enforcement Officer I	T201	6G
19	Clerk/Secretary I	T131	6G
20	Parking Facilities Attendant I		6G
21	Parking Assistant		5G
22	Custodian		5G
23	Parking Aide		5G

24  
25 (B) Schedule B: For employees of the Parking Division in the classes set forth below, and with an  
26 appointment date on or after January 1, 1995, excepting those employees eligible for reemployment  
27 under personnel rules approved by the Parking Commission, their positions will be reallocated as  
28 specified below:

29	Class Title	Code	Grade
30	Parking Superintendent	T220	15M
31	Administrative Assistant IV	T624	15M
32	Director of Professional Services	T221	15M
33	Parking Facilities Manager		14M
34	Personnel Manager	T515	14M
35	Fleet Maintenance Supervisor	T421	14G
36	Parking System Analyst		13G
37	Internal Auditor	T185	12G

38 **SECTION THREE. Pay Schedule**

November 17, 2006

Page 2 of 9

Board Bill # 296

Sponsor: Alderman Gregali

(a) There is hereby adopted as the compensation schedule for all grades established in Section Two of this ordinance, the following ranges of salary, beginning with the bi-weekly pay period December 24, 2006.

**BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
5	650	975
6	708	1062
7	772	1158
8	842	1262
9	917	1375
10	999	1500
11	1090	1635
12	1188	1782
13	1314	1973
14	1512	2268
15	1738	2609
16	2000	2999
17	2300	3450
18	2644	3968
19	3042	4563
20	3499	5247
21	3778	5667
22	4080	6120
23	4406	6611

**SECTION FOUR. Starting Salary**

The minimum rate of pay for a position shall be paid upon original appointment to the class, unless the City Treasurer ( hereinafter the “appointing authority” ) finds that it is impractical to recruit employees with adequate qualifications at the minimum rate.

If an advanced starting salary is necessary, the appointing authority may establish a recruitment rate for a single position or all positions in a class and authorized employment at a figure above the

November 17, 2006

Page 3 of 9

Board Bill # 296

Sponsor: Alderman Gregali

1 minimum but within the regular range of salary established for the class.

2 **SECTION FIVE. Promotion, Demotion, Reallocation and Transfer**

3 An employee who is transferred, promoted, demoted, or whose position is reallocated after  
4 the effective date of this ordinance, shall have his or her rate of pay for the new position determined  
5 as follows:

6 (a) Promotion: This shall be defined as a change of an employee from a position of one  
7 class to a position of another class with a higher pay grade.

8 (1) When an employee is promoted to a position which is only one grade higher, the  
9 employee's salary shall be set at a rate which is five percent (5%) higher than the rate received  
10 immediately prior to promotion. An appointing authority may approve up to a twenty percent (20%)  
11 salary adjustment when such action is needed to attract experienced, qualified candidates for a  
12 position.

13 Such salary determination shall take into consideration the nature and magnitude of the accretion  
14 of duties and responsibilities resulting from the promotion.

15 However, no employee shall be paid less than the minimum rate nor more than the maximum rate  
16 for the new class of position.

17 (b) Demotion: This shall be defined as a change of an employee from a position of one  
18 class to a position of another class which has a lower pay grade.

19 (2) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced  
20 to a rate within the range for the new position which is five percent (5%) lower than the rate received  
21 immediately prior to demotion. However, no employee shall be paid less than the minimum nor

November 17, 2006

Page 4 of 9

Board Bill # 296

Sponsor: Alderman Gregali

1 more than the maximum rate for the new class of position.

2 (c) Reallocation:

3 (1) The salary of an employee which is in excess of the maximum of the range prescribed  
4 by this ordinance for the class and grade to which his or her position has been allocated or may be  
5 reallocated shall not be reduced by reason of the new salary range and grade. The salary of such  
6 employee shall not be increased so long as he or she remains in the class of position, except as  
7 otherwise provided by this ordinance.

8 (2) If the employee's position is reallocated to a class in a lower pay grade and the rate  
9 of pay for the previous position is within the salary range of the new position, his or her salary shall  
10 remain unchanged.

11 (3) The salary of an employee whose position is allocated to a class in a higher pay grade  
12 shall be determined in accordance with the provisions of this Section 5(a)(1) relating to salary  
13 advancement on promotion.

14 (d) Transfer: The salary rate of an employee who transfers to a different position in the  
15 same class, or from a position in one class to a position in another class in the same pay grade,  
16 regardless of pay schedule, shall remain unchanged, provided that no employee shall be paid less  
17 than the minimum rate nor more than the maximum rate for the new class of position, except as  
18 otherwise provided in this ordinance.

19 **SECTION SIX. Salary Adjustment**

20 (a) A decrease in the salary range for poor performance of the duties of  
21 the position or for job performance which does not warrant continued pay at an advanced rate in the

November 17, 2006

Page 5 of 9

Board Bill # 296

Sponsor: Alderman Gregali

1 salary range shall be made in accordance with standards established by the appointing authority.

2 (1) Exceptional performance of duties:

3 The appointing authority of an employee who demonstrates exceptional performance of  
4 duties or outstanding qualifications may, advance the employee by not more than ten percent  
5 (10%) after twenty-six weeks of employment at the same rate in the salary range.

6 (2) Substandard performance of duties:

7 The appointing authority of an employee whose level of performance is significantly  
8 diminished and no longer warrants payment at the current rate within the range may be decreased  
9 to a lower rate in the salary range.

10 (b) The pay of any employee may be decreased as a disciplinary action by an appointing  
11 authority to a lower rate or step within a salary range. The decrease shall not be greater than fifteen  
12 percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of the  
13 pay range for the class. The appointing authority may determine that the pay decrease shall be  
14 effective for a specific number of bi-weekly pay periods, providing, however, that such decrease  
15 shall not be effective for more than twenty-six (26) weeks.

16 (c) For the purpose of computing earnings and length of service for salary advancement, the  
17 time shall start with the Sunday preceding all appointments effective on Monday. Absence from  
18 service in the armed forces, and leaves of absence for study to improve performance of City job will  
19 not interrupt continuous service. Absence from service for any other cause except as set forth above  
20 will result in breaking continuity of service.

21 **SECTION SEVEN. Income Sources**

November 17, 2006

Page 6 of 9

Board Bill # 296

Sponsor: Alderman Gregali

1 Any salary paid to an employee in the city service shall represent the total remuneration for  
2 the employee, excepting reimbursements for official travel and other payments specifically  
3 authorized by ordinance. No employee shall receive remuneration from the City in addition to the  
4 salary authorized in this Ordinance for services rendered by the employee in the discharge of the  
5 employee's ordinary duties, of additional duties which may be imposed upon the employee, or of  
6 duties which the employee may undertake or volunteer to perform.

7 Whenever an employee not on an approved, paid leave works for a period less than the  
8 regularly established number of hours a day, days a week or days bi-weekly, the amount paid shall  
9 be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the  
10 employee's position. The payment of a separate salary for actual hours worked from two or more  
11 departments, divisions or other units of the City for duties performed for each of such agencies is  
12 permissible if the total salary received from these agencies is not in excess of the maximum rate of  
13 pay for the class. The Parking Division of the Treasurer's Office shall reimburse the City's General  
14 Revenue Fund from the Parking Fund \$33,000.00 annually on or about the end of each fiscal year  
15 for the Chief Fiscal Officer's services for that year.

16 **SECTION EIGHT. Conversion**

17 (a) All pay schedules in Section 3(a) shall continue in effect until the pay period starting  
18 December 24, 2006, after which time the rates to be paid to employees in positions of any class for  
19 which a rate is established or changed in Section 3(a) of this ordinance shall become effective and  
20 be adjusted as follows:

21 (1) The salary of each employee whose pay range is established in Section 3(a) of this

1 ordinance and whose class title remains unchanged or whose class title is changed to better describe  
2 his/her position, without a substantial revision in the class of position shall have their current salary  
3 increased by a factor of three percent (3%), rounded to the nearest whole dollar or the minimum of  
4 the salary range, whichever is higher. This provision shall not apply to employees whose rate is  
5 deemed to be above the new maximum of the range as a result of demotion or reallocation.

6 (b) No employee shall be compensated at a rate above the maximum of the new salary range except  
7 as provided in below.

8 (c) No employee shall be reduced in salary by reason of the adoption of the new pay  
9 schedules in this ordinance. The Appointing Authority may establish a special conversion procedure  
10 for a class or position in the event that the Appointing Authority determines that a serious inequity  
11 would be created by the application of the conversion procedures established in this Section.

## 12 **SECTION NINE. HOLIDAYS**

13 Full-time employees paid on a bi-weekly rate basis who are regularly scheduled to work an  
14 average of eighty (80) hours bi-weekly and who are employed on December 24, 2006, shall have  
15 eight (8) hours of compensatory time “**Personal Leave**” added to their balance on that date. These  
16 hours of compensatory time must be taken between December 24, 2006, and December 31, 2007,  
17 and shall be taken as paid-leave time off and may not be granted as pay.

18 **SECTION TEN.** Whenever the Appointing Authority finds it necessary to add a new class or  
19 reallocate the grade of a class of position in the classification plan, the appointing authority shall  
20 allocate or reallocate the class to an appropriate grade in this ordinance, and notify the Board of  
21 Aldermen or Parking commission of his action.

November 17, 2006

Page 8 of 9

Board Bill # 296

Sponsor: Alderman Gregali



1     **SECTION ELEVEN.**

2             The passage of this ordinance being deemed necessary for the immediate preservation of the  
3     public peace, health and safety, it is hereby declared to be an emergency measure and the same shall  
4     take effect and be in force immediately upon its approval by the Mayor.